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Office Memorandum • UNITED STATES GOVERNMENT

TO : C/PFS

DATE: 5 September 1957

FROM : C/LAS

SUBJECT: Weekly Activities Report #36

Document No.	28
By:	35
Date:	3-10-78

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

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1. [redacted] briefed the DDP Training Officers' meeting on objectives and methods of the three full-time integrated language/area studies which will be introduced by Western Studies over the next 12 months. He has now completed a series of briefings in person or by phone of all potentially interested Agency Training Officers.

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2. [redacted] has completed checking about 75 animation sketches for the SIS film "Free Europe" and is proceeding to check the draft narration. This film will probably not be ready for final review before late October. It has been organized according to [redacted] specifications and can be used to good advantage in both the Regional Survey-Free Europe and in the Americans Abroad Orientation-Western Europe.

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3. A class of four students who had completed the 20 week French-Basic Speaking course (part-time) spent three days at [redacted] 26 August to 28 August. Native speakers were [redacted]. Another group of four students active in the French Seminar replaced them at mid-week. Native speakers were Mrs. [redacted]. Staff linguist was [redacted].

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4. [redacted] met with Lyman Kirkpatrick to discuss his brushing up on French, Spanish and German. It was decided that he would work on French and Spanish now, and German later. [redacted] will supply him with materials.

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5. [redacted] held several meetings with out-of-hours German instructors to brief them on instructional methods.

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6. [redacted] met with the full-time Polish class to discuss plans for their week [redacted]. FDD has shown its usual cooperation in allowing Mr. [redacted] to accompany the group as native speaker.

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7. The regular Portuguese Proficiency Test was given to 3 people on 29 August; Mr. [redacted] (OSI) served on the oral panel.

8. The French test was given by special request for 2 people on 3 September; Mrs. [redacted] served on the oral panel.

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9. [REDACTED] held a meeting for 25 instructors in the Volunteer Language Training Program after work on Thursday, 29 August. The instructors were briefed on all aspects of the out-of-hours language training program. Particular emphasis was placed on maintaining uniform instructional standards, which will enable the students to qualify for the Agency Language Development Awards after each cycle of courses. The instructors were also briefed on administrative matters and were informed of [REDACTED]'s position as Coordinator of the Program.

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10. [REDACTED] has recruited 28 new instructors for the September courses in the Voluntary Language Training Program. The new instructors have all been briefed on course content, and teaching techniques by the appropriate staff language instructors, [REDACTED]

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11. Twenty-one (21) out-of-hours courses in the Voluntary Language Training Program began on 4 September. All except one were 101 courses in the following languages:

	Class Nos.
Finnish 101	1
French 101	4
German 101	6
Italian 101	1
Japanese 101	2
Polish 101	1
Russian 101	3
Russian 103	1
Spanish 101	2

12. Seven (7) more courses are scheduled to begin between now and 16 September. These are as follows:

	Class Nos.
<u>9 Sep</u>	
French 102	1
French 201	1
Portuguese 101	1
Spanish 102	1
<u>11 Sep</u>	
Italian 101	1
<u>16 Sep</u>	
German 102	2

13. A total of 224 students are enrolled in the out-of-hours language courses starting in September. This is not counting the students enrolled in the ten (10) out-of-hours courses which began in June and July and are still in progress.

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14. We had some difficulty in finding qualified out-of-hours instructors in Italian. These have now been found, and recruited, through the help of Mr. [REDACTED] who spotted them for us from the Agency IBM machine runs.

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